

CHAPTER 153. CONDUCT SURVEILLANCE OR INSPECTION OF A TRAINING CENTER

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES. 1603, 1607, 1612, 1621, 1626, 1629, 1630, 1640 through 1647, 1649, 1650, 1652, 1653, 1654, 1662, and 1673.

2. OBJECTIVE. The objective of this task is to determine if a holder of a Title 14 of the Code of Federal Regulations (14 CFR) part 142, Training Center Certificate and Attendant Training Specifications is continuing to meet the requirements of those documents and those which the Federal Aviation Administration (FAA) found the certificate holder able to do during the certification process. Successful outcome of this task will result in the certificate holder being able to continue to offer the training, testing, and checking authorized by its certificate and training specifications.

3. GENERAL. This chapter concerns repetitive and ongoing surveillance and other specific or general inspections.

A. Four-Phase Surveillance Programs. There are four phases to planning and executing surveillance programs. Specific guidance for each phase can be found in FAA Order 8400.10, Air Transportation Operations Inspector's Handbook, volume 6, chapter 1. The four phases are as follows:

(1) Phase One - Developing a surveillance plan by determining the types of inspections necessary and the frequency of those inspections.

(2) Phase Two - Accomplishing the surveillance plan by conducting the inspections.

(3) Phase Three - Analyzing surveillance data gathered from inspection reports and related information from other sources.

(4) Phase Four - Determining an appropriate course of action.

B. Flight Standards District Office (FSDO) Responsibility. The objective of all surveillance programs is to ensure that a certificate holder complies with the regulations and training specifications and

continues to meet the original training center certification requirements. The FSDO holding geographic responsibility for the area should conduct surveillance and inspection of satellite training centers and remote training sites after coordination with the Certificate-Holding District Office (CHDO).

C. Surveillance and Inspections of Training Centers.

(1) The FAA may conduct inspections to determine compliance with the regulations and the training center's training specifications whenever the FAA considers it necessary. A Training Center Certificate and Training Specifications must be made available for inspection upon request by the Administrator, an authorized representative of the National Transportation Safety Board, or any federal, state, or local law enforcement agency.

(2) *Events for Inspections.* The FAA will make certain inspections to determine a training center's compliance with, or eligibility under the U.S. Transportation Laws, Title 49 of the United States Code (49 U.S.C.), the regulations, established policy, the Training Center Certificate, and Training Specifications. Inspections must occur at the following times:

(a) Before initial certification.

(b) Before annual recertification (training centers outside the U.S. only).

(c) Upon training center or satellite center location change.

(d) Upon addition of a satellite center.

(e) Upon training center application for amendment to an existing training program.

(f) Upon training center application for an additional training program.

(3) *Date and time.* Although unannounced inspections are appropriate, consideration should be given to conducting inspections at a time agreed to by

the training center and the FAA. All inspections shall be at a reasonable time and in a reasonable place.

D. Areas of Surveillance and Inspections. The following areas are the main areas for inspection and surveillance:

(1) *Aircraft and Ramp Checks.* Ramp checks should be conducted on training center-operated aircraft, which could include foreign aircraft, aircraft not yet registered, and aircraft furnished by clients or applicants.

(2) *Flight simulators and flight training devices (FTD).*

(3) *Facilities.*

(4) *Records.*

(a) A training center is required to maintain student records for 1 year after completion of that student's training, checking, or testing.

(b) A training center must keep instructor initial training and qualification records during the instructor's employment and for at least 1 year afterwards. It must keep all other records for at least 1 year following the completion of required training and checking. Evaluators, who must also be instructors, are considered instructors for this purpose.

(c) The FAA will include the location of all required training center records and the approved method(s) for recordkeeping, in the Training Specifications.

(5) *Designated Evaluators.* See also chapter 152.

(6) *Observation of Training Programs.* Inspectors will observe training programs to ensure that each program is being conducted in accordance

with (IAW) the curriculum and lesson plans, and using the courseware, originally or subsequently approved.

(7) *Advertising.* Training center certificate holders that advertise the provision of training must adhere to the following:

(a) *Distinguishing Types of Training.* A training center certificate holder may not advertise to conduct any training that is not approved by the FAA if that training is designed to satisfy any requirement of 14 CFR. However, a training center certificate holder may advertise training that is not designed to satisfy any requirement of the regulations if such advertising is clearly distinguished as not being a part of the training center approved curriculums.

(b) *Accuracy of Statements.* A training center may not make any statement relating to its certification that is false or designed to mislead any person contemplating enrollment. The training center must clearly differentiate between courses that have been approved and those that have not.

(c) *Surrender of Certificate.* When a training center certificate has been surrendered, suspended, or revoked, it must remove all indications of center approval and cease advertising that the training center is certificated by the FAA. The former certificate holder must remove all signs that advertise the training center and cancel radio, television, newspaper, magazine, and billboard advertisements for the training center.

(d) *Vacating a Training Center.* A training center which vacates a training center facility or satellite training center facility must promptly remove all signs indicating that an FAA-approved training center is located on the premises.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. This task may require coordination with AFS-100, AFS-800, AFS-900, the regional office, and the local FSDO whenever an inspection of a satellite or remote center is scheduled or requested by a CHDO in that FSDO's district.

B. Except for no-notice inspections or surveillance observations, this task will require coordination with the training center to be inspected or observed.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAA Order 1380.51, Program Tracking and Reporting Subsystem
- FAA Order 8000.49, Flight Standards Geographic Program
- FAA Order 8400.10, Air Transportation Operations Inspector's Handbook
- FAA Order 8700.1, General Aviation Operations Inspector's Handbook
- Vital Information Subsystems Procedures Manual
- Operations Specifications Subsystem (OPSS) CHDO User's Manual

B. Forms.

- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet

C. Job Aids.

- Figures 152-1 through 152-5

3. PROCEDURES.

A. *Program Tracking and Reporting Subsystem.* Open PTRS records. This task will require numerous PTRS records, or activity codes for a particular PTRS record, or both. Open separate records to accommodate various activities as the need for the activity is identified and performed.

B. *FSDO Responsibility.* Surveillance and inspection of satellite training centers and remote training sites will normally be conducted by the FSDO holding geographic responsibility for the area after coordination with the CHDO. Consult FAA

Order 8000.49 for guidance on geographic responsibility. (PTRS code: 1559.)

C. *Four-Phase Surveillance Programs.* Adhere to the four phases for planning and executing surveillance programs. Refer to FAA Order 8400.10, volume 6, chapter 1 for specific guidance for each phase. The four phases are as follows:

(1) Phase One - Develop a surveillance plan by determining the types of inspections necessary and the frequency of those inspections.

(2) Phase Two - Accomplish the surveillance plan by conducting the inspections.

(3) Phase Three - Analyze surveillance data gathered from inspection reports and related information from other sources.

(4) Phase Four - Determine an appropriate course of action.

D. *Areas of Surveillance and Inspection.* Use the job aids that are located in Figures 152-1 through 152-5 to conduct inspections. For the following areas of surveillance and inspection which have no detail shown, use the detailed guidance for that subject in chapter 150, section 2. (PTRS codes: 1603, 1607, 1612, 1621, 1626, 1629, 1630, 1640, 1641, 1642, 1643, 1644, 1645, 1646, 1647, 1649, 1650, 1652, 1653, 1654, 1662, 1672, and 1673.)

(1) *Aircraft and Ramp.* Inspect training center-operated aircraft, which could include foreign aircraft, aircraft not yet registered, and aircraft furnished by clients or applicants. Emphasize the following items during ramp checks: (PTRS codes: 1652 and 1653.)

(a) Aircraft-use records or logbook.

(b) Minimum Equipment Lists (MEL).

(c) Discrepancy records.

(d) Maintenance logbooks.

(e) Ensure that training specifications include aircraft and inspection programs, if aircraft are used.

(2) *Flight Simulators and FTDs.* Evaluate the following areas for compliance with program approval or acceptance guidance provided in earlier chapters. (PTRS codes: 1630 and 1654.)

(a) Functional evaluations.

(b) Accurate replication of the aircraft type for the curriculum in which used.

(c) Logbook or other use records.

(d) Simulator Component Inoperative Guide (SCIG), if applicable, or procedures for operating with inoperative components.

(e) Discrepancy records to determine if any recorded item would or would not have affected training, checking, or testing.

(f) Maintenance logbooks.

(g) Records of daily preflight to determine if discrepancies are being recorded and if maintenance is deferred on any discrepancies that would affect training, checking, or testing.

(h) Training specifications to ensure that they identify all flight simulators and FTDs used.

(i) When installed, inspect oxygen masks, smoke goggles, and audio control panels to ensure proper operation.

NOTE: TCPMs should fly the simulator from time to time to ensure proper operation.

(3) *Facilities.*

(a) Ensure that the facilities are adequate to conduct the training, checking, or testing that is approved for the training center. (PTRS codes: 1640 and 1647.)

(b) Ensure that training specifications list all used satellite training centers and remote training sites.

(4) *Records.* Figures 152-1 through 152-4 contain job aids for inspecting training center records.

(a) Review student records to determine compliance with the approved training program. Each record should show a chronological record of the students' participation in the training program, as required by 14 CFR § 142.73(a), recordkeeping requirements. (PTRS code: 1649.)

(b) Ensure that records show that student prerequisites for entry into training were verified and documented.

(c) Review training center instructor and designated evaluator records to determine compliance with the requirements of 14 CFR § 142.73(b). See chapter 152 for more complete guidance on Training Center Evaluator (TCE) surveillance. (PTRS code: 1650.)

(d) Ensure that the training specifications identify the location of all required training center records and specify the approved method(s) for recordkeeping.

(5) *TCEs.* See also chapter 152. Ensure that each designated evaluator is observed annually by a qualified FAA inspector. The surveillance (which may be unannounced) will consist of the following: (PTRS codes: 1641, 1642, 1643, 1668, and 1673.)

(a) The oral increment of a practical test.

(b) The flight simulator increment of a practical test, which should include the observation of the evaluator operating the flight simulator control panel during a certification practical test.

(c) The aircraft increment of a practical test, if appropriate.

(d) Examination of Training Specifications to ensure that they include all and only approved TCEs.

(6) *Advanced Qualification Program (AQP) Curricula.* Survey and inspect approved AQP curricula IAW the guidance provided by FAA Order 8400.10 in volume 3, chapter 4, section 4, and volume 6.

(a) Record all activity connected with an AQP by using the existing PTRS activity codes and 14 CFR combinations. When reporting certification, surveillance, or other activities associated with an AQP curriculum, ensure that the letters AQP are annotated in the National Use field of FAA Form 8000-36. No other changes to PTRS reporting procedures are entailed.

(b) FAA Form 8000-36 may be overprinted or modified to provide the TCE or AQP evaluator with additional guidance and aid in standardization of data entry.

(c) *PTRS Activity Codes.* All of the operations activity codes that are defined in FAA Order 1380.51 continue to apply under AQP. Some unique AQP tracking requirements may be necessary in the future, and recording procedures will be provided at that time.

(d) Ensure that AQP being used are authorized in the training specifications.

(7) *Training Programs.*

(a) Evaluate the courseware, syllabi, equipment, and personnel to ensure that they continue to meet regulatory requirements. Figure 152-5 contains

a job aid for internal evaluation of training centers. (PTRS codes: 1626 and 1646.)

(b) Ensure that the training specifications include all approved curricula.

(8) *Advertising.* Ensure that training center certificate holder adheres to the following requirements for advertising.

(a) *Distinguishing Types of Training.* Ensure that the training center certificate holder does not advertise to conduct any training that is not approved by the FAA if that training is designed to satisfy any requirement of 14 CFR. Note that a training center certificate holder may advertise training that is not designed to satisfy any requirement of the regulations if such advertising is clearly distinguished as not being a part of the training center approved curriculums.

(b) *Accuracy of Statements.* Ensure that a training center does not make any statement relating to its certification that is false or designed to mislead any person contemplating enrollment. Determine that the training center clearly differentiates in advertising between courses that have been approved and those that have not.

(c) *Cessation of Advertising upon Surrender of Certificate.* Ensure that when a training center certificate has been surrendered, suspended, or revoked, the former certificate holder removes all indications of center approval and ceases advertising that the training center is certificated by the FAA. Determine compliance with the requirement to remove all signs that advertise the training center and cancel radio, television, newspaper, magazine, and billboard advertisements for the training center.

(d) *Vacating a Training Center.* Ensure that a training center which vacates a training center facility or satellite training center facility promptly removes all signs indicating that an FAA-approved training center is located on the premises.

E. Events for Inspections. Conduct inspections at the following times: (PTRS codes: 1240, 1334, 1366, 1368, 1369, 1370, 1371, 1603, 1607, 1612, 1621, 1626, 1629, 1640, 1646, 1647, 1649, 1650, and 1653.)

(1) Before initial certification.

(2) Before annual recertification (training centers outside the U.S. only).

(3) Upon training center or satellite center location change.

(4) Upon addition of a satellite center.

(5) Upon training center application for amendment to an existing training program.

(6) Upon training center application for an additional training program.

(7) Upon experiencing an inordinate number of failures of practical tests for certificates.

F. PTRS and Vital Information Subsystem (VIS). Make final VIS entries and close PTRS records.

4. TASK OUTCOMES. Completion of the task results in either of the following:

A. Issuing a finding of satisfactory results.

B. Issuing a finding of unsatisfactory results and indicating expected corrective action or other ramifications of the unsatisfactory results.

5. FUTURE ACTIVITIES.

A. Schedule follow-up inspections for any deficiencies.

B. Possible enforcement investigation on items not in compliance.

C. Continuation of routine surveillance and interaction.

FIGURE 153-1
JOB AID FOR INSPECTING STUDENT RECORDS

Name of Training Center: _____

Location of Training Center: _____

Student Name: _____

Name of Employer: _____

Pilot Certificate Grade & Number: _____

Category, Class, And Type Ratings: _____

Medical Class & Date: _____

Copy of Medical And Pilot Certificate: Yes or No _____

Flight Experience: Total Time: _____

PIC _____

SIC _____

Instrument _____

Night _____

Cross-country _____

Total Turbine Time _____

Total Time In Type _____

NR of Aircraft Flown that Require aType Rating _____

Total Time in each of these Aircraft _____

Name of Course Curriculum: _____

Student's Performance on Each Lesson Noted? Yes or No _____

Name of Instructor or Evaluator on each Lesson? Yes or No _____

Does each Lesson Contain The Date in Which it was Accomplished? Yes or No _____

All Required Training Completed? Yes or No _____

End of Course Test or Check Results: Satisfactory -- Unsatisfactory _____

If Unsatisfactory, how many Retakes Required? _____

How much Additional Training Required? _____

Was Circling Approach Accomplished? Yes or No _____

If no Circling Approach, was Training Record Annotated? Yes or No _____

Comments: _____

Date of Inspection: _____

FIGURE 153-2
JOB AID FOR INSPECTING FLIGHT SIMULATOR/TRAINING DEVICE

Maintenance Records

Training Center:

Date:

Aircraft Type:

Flight Simulator or Training Device:

Level:

Last NSPM Evaluation Date:

Inspections:

Preflight:

Operational Check

Preflight Checklist

Weekly:

Discrepancy Log

Number of Open Discrepancies:

Record the Following Information on each Open Discrepancy:

1. Date Of Discrepancy

2. Description Of Discrepancy

3. Any Restriction to Training or Checking

Frequency of Recurring Discrepancies

Comments:

FIGURE 153-3
JOB AID FOR INSPECTING INSTRUCTOR/EVALUATOR TRAINING RECORDS

Name:

Certificate Type & No.:

Ratings:

Medical Class & Date:

Aeronautical Experience:

Employment Date:

Termination Date:

Reason:

Duty Assignment:

Date Initial Pilot Training Completed:

Last Training Received: Initial or Recurrent

Ground:

Flight Simulator Proficiency Check:

Authorized to Train/Check for the Following Carriers:

Carrier Name

Date Training Completed

FIGURE 153-4
JOB AID FOR INSPECTING INSTRUCTOR RECORDS

Name of Training Center:

Location of Training Center:

TCE Name:

Name of Employer:

Pilot Certificate Grade & Number:

Category, Class, and Type Ratings:

Medical Class & Date:

Copy of Medical and Pilot Certificate: Yes or No

Flight Experience: Total Time:

PIC

SIC

Instrument

Night

Cross-country

Total Turbine Time

Total Time in Type

NR of Aircraft Flown that Require a Type Rating

Total Time in each of these Aircraft

Name of Course Curriculum:

Student's Performance on each Lesson Noted? Yes or No

Name of Instructor or Evaluator on each Lesson? Yes or No

Does each Lesson Contain the Date in which it was Accomplished? Yes or No

All Required Training Completed? Yes or No

End of Course Test or Check Results: Satisfactory -- Unsatisfactory

If Unsatisfactory, how many Retakes Required?

How much Additional Training Required?

Was Circling Approach Accomplished? Yes or No

If no Circling Approach, was Training Record Annotated? Yes or No

Comments:

Date of Inspection:

FIGURE 153-5**INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR
PART 142 TRAINING CENTERS**

1. PURPOSE. This figure sets forth guidance for conducting an in-depth internal appraisal of a training center. While not mandatory, internal evaluation programs are beneficial to the training center.

2. APPLICABILITY. This guidance applies to the FAA-approved part 142 training center certificate holder and is to be used for internal evaluation (self-audit) purposes.

3. OBJECTIVE. The objective of an in-depth internal evaluation is to ensure that the training center is in compliance with the, exemptions, company procedures and policies, and written FAA guidance material.

A. Development of an in-depth inspection plan is essential to an internal evaluation program. The plan should contain at least the following:

(1) A list of flight simulators by aircraft type and FAA identification numbers.

(2) A list of flight training devices by aircraft type and FAA identification number or manufacturer's serial number.

(3) A list of aircraft by type, registration, and serial number.

(4) A list of the kinds of services provided to the training center (for example, aircraft refueling, contract maintenance).

(5) A list of pilot training facilities and their locations.

(6) A list of maintenance bases, names, and locations.

(7) The number and location of employees, including instructors, evaluators, and organizational structure.

B. Various data sources should be considered during the development of the plan. These include the following:

(1) Core curriculums, specialty curriculums, syllabuses, lesson plans, manuals, and supporting materials.

(2) Training specifications.

(3) Accident and incident data.

(4) History of regulatory noncompliance.

(5) Knowledge of any previous internal evaluations or FAA inspection or surveillance reports.

(6) FAA correspondence.

(7) Minimum equipment lists and simulator component inoperative guides.

(8) Exemptions and/or deviations.

FIGURE 153-5
INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR
PART 142 TRAINING CENTERS -- Continued

4. INDEX.

Section 1.1 Management.

Section 1.2 Evaluators.

Section 1.3 Instructors.

Section 1.4 Training Specifications.

Section 1.5 Training Programs.

Section 1.6 Records.

Section 1.7 Exemptions and Deviations.

Section 1.8 Facilities.

Section 1.9 Quality of Instruction.

Section 1.10 Advertising.

Section 1.11 Parts 61, 121, 125, 135 Activity and Reports.

Section 1.12 Minimum Equipment List.

Section 1.13 Aircraft/Manuals/Pilot Operating Handbook.

FIGURE 153-5
INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR
PART 142 TRAINING CENTERS -- Continued

SECTION 1.1 - MANAGEMENT**14 CFR REFERENCE**

Is the information contained on the training center certificate current?

§ 142.7

Yes ☐

No ☐

Have the management or facilities changed since the training center certificate was issued?

§ 142.13

Yes ☐

No ☐

Is the training center certificate prominently displayed?

§ 142.27

Yes ☐

No ☐

Does the training center maintain a principal business office with a mailing address in the name shown on its certificate?

§ 142.15

Yes ☐

No ☐

Does the training center use satellite training centers or remote training sites?

§ 142.17

Yes ☐

No ☐

Does the training center have a sufficient number of management personnel who are qualified and competent to perform required duties?

§ 142.13

Yes ☐

No ☐

Has each dispatcher, aircraft handler, line crewman, and serviceman been instructed in the procedures and responsibilities of their employment?

Yes ☐

No ☐

FIGURE 153-5**INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR
PART 142 TRAINING CENTERS -- Continued****SECTION 1.2 - EVALUATORS****14 CFR REFERENCE**

Does the training center have a sufficient number of qualified evaluators
to provide required checks and tests?

§ 142.13

Yes ☐ No ☐

Are evaluators trained in accordance with part 142, subpart C?

§ 142.55

Yes ☐ No ☐

Is each practical test given by evaluators conducted in accordance with
the appropriate Practical Test Standards?

Yes ☐ No ☐

SECTION 1.3 - INSTRUCTORS

Does the training center have a sufficient number of qualified instructors
to provide training?

§ 142.13

Yes ☐ No ☐

Are instructors trained in accordance with part 142, subpart C?

§ 142.53

Yes ☐ No ☐

Is each written, oral, or flight evaluation that is given by instructors of
a scope, depth, and difficulty to adequately determine the student's
knowledge and skills?

Yes ☐ No ☐

FIGURE 153-5
INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR
PART 142 TRAINING CENTERS -- Continued

SECTION 1.4 - TRAINING SPECIFICATIONS

14 CFR REFERENCE

Is the information that is provided in part A of the training specifications current?

§ 142.5 & part A of the Training Specifications

Yes ☐

No ☐

Does the training center have an authorization for each training course for which a certificate or rating is sought?

§ 142.5 & part B of the Training Specifications

Yes ☐

No ☐

Is personnel and staff information that is listed in part C of the training specifications current?

§ 142.5 & part C of the Training Specifications

Yes ☐

No ☐

Is the information regarding aircraft, flight simulators, and flight training devices that is contained in part D of the training specifications current?

§ 142.5 & part D of the Training Specifications

Yes ☐

No ☐

Is the information regarding recordkeeping that is contained in part E of the training specifications current?

§ 142.5 & Part E of the Training Specifications

Yes ☐

No ☐

Is the information regarding training center limitations that is contained in part F of the training specifications current?

§ 142.5 & part F of the Training Specifications

Yes ☐

No ☐

SECTION 1.5 - TRAINING PROGRAMS

Does the curriculum for each approved training program meet the minimum requirements contained in the Practical Test Standards?

§ 142.39

Yes ☐

No ☐

FIGURE 153-5
INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR
PART 142 TRAINING CENTERS -- Continued

SECTION 1.5 - TRAINING PROGRAMS--Continued

14 CFR REFERENCE

Does the training program curriculum for each approved training program contain the following:

- a. A syllabus for each curriculum.

Yes [] No []

b. Minimum aircraft and flight training equipment requirements for each curriculum.

Yes [] No []

- c. Minimum instructor and evaluator qualifications for each curriculum.

Yes [] No []

d. A curriculum for initial training and continuing training of each instructor or evaluator employed to instruct in a curriculum.

Yes [] No []

e. For each curriculum that provides for the issuance of a certificate or rating in fewer than the minimum hours prescribed by part 61 for training, testing, and checking conducted under part 142, does the training center have the following?

(1) A means of demonstrating the ability to reduce the minimum hours prescribed in part 61 for training, testing, and checking conducted under part 142.

Yes [] No []

and;

- (2) A means of tracking student performance.

Yes [] No []

f. Does the training center ensure the following, for each course designed to meet requirements of part 121, part 125, or part 135?

- (1) Has the Administrator approved the training center's

(a) Facilities for planned training, qualification, or evaluation required by part 121 or 135?

Yes [] No []

FIGURE 153-5
INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR
PART 142 TRAINING CENTERS -- Continued

SECTION 1.5 TRAINING PROGRAMS--Continued

14 CFR REFERENCE

(b) Training program curriculum, or course, for use by each air carrier certificate holder, or operator under part 125 for whom it is to be used?

Yes ☐

No ☐

and;

(2) Has each air carrier certificate holder, or operator under part 125, that has contracted for training with the training center certificate holder,

(a) Notified the Administrator of its intent to use a training program curriculum, or course, approved under part 142?

Yes ☐

No ☐

and;

(b) Submitted the notification required by subparagraph f(2)(a), in writing, at least 30 days prior to the date that training for that air carrier certificate holder or operator began?

Yes ☐

No ☐

g. If the Administrator required modification of an approved training program curriculum or course to ensure that the curriculum or course is suitable for a specific air carrier certificate holder's training program requirements, has the training center certificate holder made the required modification within 30 calendar days?

Yes ☐

No ☐

Does the training program describe the courseware used?

§ 142.39

Yes ☐

No ☐

Does the training program describe each flight simulator, training device, cockpit procedures trainer (mock-up) and other ground trainer?

§ 142.39

Yes ☐

No ☐

FIGURE 153-5

INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR PART 142 TRAINING CENTERS -- Continued

SECTION 1.5 - TRAINING PROGRAMS--Continued**14 CFR REFERENCE**

Is there a description of the type of aircraft, including any special equipment,
used for each course of instruction?

§ 142.39

Yes ☐No ☐

Is there a description of each lesson, including its objectives and standards?

§ 142.39

Yes ☐No ☐**SECTION 1.6 - RECORDS****A. Instructors and Evaluators**

Does the training center certificate holder maintain a record for each
instructor or evaluator authorized to instruct an approved course that
indicates that the instructor or evaluator has complied with the requirements
of §§ 142.13, 142.45, 142.47, 142.49, and 142.53, as applicable?

Yes ☐No ☐

Does each flight instructor who is giving flight instruction under an approved
course of training have the ratings and minimum qualifications specified in
the curriculum?

§ 142.47

Yes ☐No ☐

Has each instructor completed recurrent training within the preceding
12 months?

§ 142.53

Yes ☐No ☐

Has each instructor for an approved course of training accomplished
the required evaluations, given by a designated evaluator or inspector
in each type of aircraft?

§ 142.53

Yes ☐No ☐

FIGURE 153-5
INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR
PART 142 TRAINING CENTERS -- Continued

SECTION 1.6 - RECORDS--Continued

14 CFR REFERENCE

B. Students

§ 142.73

Does the training center certificate holder maintain a record for each trainee that contains the following?

- (1) The name of the trainee;
- (2) The name of the trainee's employer;
- (3) A copy of the trainee's pilot certificate, if any, and medical certificate;
- (4) The name of the course and the make and model of flight training equipment used;
- (5) The trainee's prerequisite experience and course time completed;
- (6) The trainee's performance on each lesson and the name of the instructor providing instruction;
- (7) The name of each evaluator who conducts a required test or check;
- (8) The date and result of each end-of-course practical test and the name of the evaluator conducting the test; and
- (9) The number of hours of additional training that was accomplished after any unsatisfactory practical test.

Yes []

No []

Has the training center certificate holder provided the trainee with a copy of the trainee's training records when requested and within a reasonable time?

§ 142.73

Yes []

No []

Does the training center retain each student record for at least 1 year from the date that the student graduates from the course for which the record pertains, terminates enrollment in that course, or transfers to another training center?

§ 142.73

Yes []

No []

C. Simulator/Training Device

§ 142.59

Does each flight simulator have a discrepancy log that includes documentation of the daily functional inspection, discrepancies, and corrective action/deferral?

Yes []

No []

Does each flight simulator/flight training device continue to meet the specifications under which it was qualified and approved?

§ 142.59

Yes []

No []

FIGURE 153-5
INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR
PART 142 TRAINING CENTERS -- Continued

SECTION 1.6 - RECORDS--Continued

14 CFR REFERENCE

Have any modifications been made to the flight simulators/flight training devices, and have the changes been documented and included in the appropriate approval test guide?

§ 142.59

Yes [] No []

D. Aircraft

Are aircraft used by the training center maintained in accordance with the provisions of the training specifications?

§ 142.57

Yes [] No []

SECTION 1.7 - EXEMPTIONS AND DEVIATIONS

Does the training center hold any exemptions, deviations, or waivers?

§ 142.9

Yes [] No []

Does the training center comply with the conditions of the exemptions, deviations, and waivers?

Yes [] No []

Does the training center list the exemptions, deviations, and waivers in part A of the Training Specifications?

Yes [] No []

Does the training center have exclusive use of the facilities (e.g., flight simulator and associated briefing room or classroom) during scheduled use?

§ 142.15

Yes [] No []

SECTION 1.8 - FACILITIES

Is each room, training booth, or other space that is used for instructional purposes heated, lighted, and ventilated to conform to local building, sanitation, and health codes and adequate for the intended purpose?

§ 142.15

Yes [] No []

FIGURE 153-5
INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR
PART 142 TRAINING CENTERS -- Continued

SECTION 1.8 - FACILITIES--Continued
14 CFR REFERENCE

Are the facilities used for instruction free of significant distractions caused by flight operations and maintenance operations at the airport?

§ 142.15

Yes ☐ No ☐

If the training center maintains a satellite center, does it meet all of the requirements listed above?

§ 142.17

(1) Does the satellite meet the appropriate requirements of subpart B and its approved syllabus?

Yes ☐ No ☐

SECTION 1.9 - QUALITY OF INSTRUCTION

Is the training center complying with the approved course of training and providing training and instruction of such quality that at least 8 out of 10 students or graduates of that training center pass a test for a pilot certificate or rating on the first attempt?

Yes ☐ No ☐

SECTION 1.10 - ADVERTISING

Does the training center advertise to conduct training that is not approved by the Administrator if that training is designed to satisfy any requirement of the CFR?

§ 142.31

Yes ☐ No ☐

Has the training center certificate holder whose certificate has been surrendered, suspended, revoked, or terminated, promptly removed all indications, including signs, wherever located, that the training center was certificated by the Administrator; promptly notified all advertising agents, or advertising media, or both (employed by the training center certificate holder), to cease all advertising that indicates that the training center is certificated by the Administrator?

§ 142.31

Yes ☐ No ☐

FIGURE 153-5
INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR
PART 142 TRAINING CENTERS -- Continued

SECTION 1.10 - ADVERTISING--Continued

14 CFR REFERENCE

Has the training center made any statement relating to its certification and ratings that is false or designed to mislead any person contemplating enrollment in that training center? § 142.31

Yes [] No []

Does the training center clearly differentiate between courses that have been approved by the FAA and those that have not? § 142.31

Yes [] No []

If the training center has relocated or does not hold a current certificate, has it removed all indications that the training center is certificated by the Administrator? § 142.31

Yes [] No []

Does the training center advertise and conduct approved pilot courses in accordance with the certificate it holds? § 142.73(a)

Yes [] No []

SECTION 1.11 - PARTS 61, 121, 125, 135 ACTIVITY AND REPORTS

Does the training center conduct any training or instruction other than parts 142 or 61? § 61.1

Yes [] No []

SECTION 1.12 - MINIMUM EQUIPMENT LIST

Does the training center have and appropriately use SCIGs and/or FAA-approved MELs? § 91.31

Yes [] No []

SECTION 1.13 - AIRCRAFT/MANUALS/PILOT OPERATING HANDBOOK

Are the aircraft used by the training center registered as civil aircraft? § 142.57

Yes [] No []

FIGURE 153-5
INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR
PART 142 TRAINING CENTERS -- Continued

SECTION 1.13 - AIRCRAFT/MANUALS/PILOT OPERATING
HANDBOOK--Continued

14 CFR REFERENCE

Are the aircraft certificated in the standard airworthiness category or foreign equivalent?

§ 142.57

Yes []

No []

Are the aircraft maintained and inspected in accordance with the requirements of part 91 or foreign equivalent that apply to aircraft used?

§ 142.57

Yes []

No []

Are the aircraft used in flight instruction at least two place with engine power controls and flight controls that are easily reached and operate in a conventional manner from both pilot stations?

§ 142.57

Yes []

No []

Are the aircraft used in IFR operations properly equipped and maintained?

§ 142.57

Yes []

No []

Are before-takeoff and before-landing checklists and the pilot operating handbook for the aircraft (if one is furnished by the manufacturer) carried on each aircraft that is used for instructional flights?

§ 142.57

Yes []

No []